



## **Administrative Guidelines for High School**

Instructors/ Mentors

of

**LEAD 150 Personal Management & Community Service**

**LEAD 151 Character Development & Community Service**

**LEAD 152 Citizenship & Community Service**

All local (on-site) instructors for these Extended Studies courses with the University of Colorado @ Colorado Springs, are requested to fulfill the course requirements outlined in this packet.

In order to secure each two semester credit hours per course for your students, you will need to accomplish the following:

### **Before the beginning of the course:**

**LEAD 150:** Arrange for receipt of the no-cost NEFE HSFPP Instructor Manual and Student Guides in sufficient quantities for your students. Go to:

<http://www.nefe.org/pages/educational.html>

Or write:

*National Endowment for Financial Education*

*NEFE High School Financial Planning Program*

*5299 DTC Blvd., Suite 1300*

*Greenwood Village. CO 80111.*

*Phone # (303)224-3511; Fax #: (303)220-0838.*

The materials will be sent to you (via UPS), at no charge, within three weeks. With your order, please specify:

- code number 2108
- the number of student guides you need
- your name
- the name of your school/institution, UPS address, and telephone number

**LEAD 151:** Arrange for receipt of the instructor book, *CHARACTER EDUCATION*, and sets of character cards (one set per student) in sufficient quantities for your program. Go to:

<http://www.winningcolors.com> to find out costs. (High school JROTC units, please work through your supporting headquarters as per local standing operating procedures.)

Or write:

*Character Education*

*P.O. Box 96*

*Mountlake Terrace, WA 98043-0096*

*USA*

*TEL: (425) 672-8222, FAX: (425) 672 8222*

## **LEAD 152:**

Arrange for receipt of the instructor book, *STUDENT CITIZENSHIP TRAINING PROGRAM*, and *STUDENT GUIDE* in sufficient quantities for your program. Go to:

[www.youthepeople.com](http://www.youthepeople.com) to find out costs. (High school JROTC units, please work through your supporting headquarters as per local standing operating procedures.)

Or write:

### ***YOU THE PEOPLE***

***PMB 175, 10507 Gravelly Lake Dr. S.W.***

***Tacoma, WA 95499***

***TEL: (800) 833-5310***

Note: course syllabi, learning objectives, and bibliography available for each course upon email request to [bob.greene@prodigy.net](mailto:bob.greene@prodigy.net).

### **When the course materials arrive:**

**Locally reproduce** and hand out UCCS student packets for all enrolled high school students in each program. Assist students in filling out their UCCS registration and transcript request forms. Please ensure High School data is filled in at bottom of form. Encourage students to discuss this program with their parents and have them ask for their support. Registration deadlines will conform to UCCS' deadlines for the semester enrolled.

Collect registration forms, **signed** transcript request forms (w/o date on form), along with a check, money order, or credit card entry on registration form. Mail completed forms and **\$150.00** payment per course, per student to:

***Bob Greene***

***7615 Windwood Way***

***Parker, CO 80134-6384***

***Tel# (303) 840-7366***

***Fax# (303) 840-3814 (call office # if fax turned off – computer)***

### **Conduct course.**

Grade LEAD 150, 151 and 152 as follows: Classroom work/exam(s) 40%, Project 40%, and end of course essay 20%.

### **At the conclusion of the course:**

Provide students with end of course grade and NEFE certificate of completion for LEAD 150. Mail (email or U.S. Mail) or fax copy of instructor's student grade sheet(s) and copy of each student's graded essay to UCCS point-of-contact, Bob Greene, fax # (303) 840-3814. All student requirements must be completed, graded and postmarked to Bob Greene (UCCS POC) by mail, or faxed, no-later-than end of semester student enrolled in for current school year. Final date for semester enrolled available by email from [bob.greene@prodigy.net](mailto:bob.greene@prodigy.net). Schools completing the program first and then assembling all of their forms, grade lists, essays and form of payment

(check, money order or credit card) can mail in all of their materials at the same time. Registration will, in this case, be immediate in the current semester.

Upon receipt of student registration & transcript request forms and payment, an administrative stipend of ten dollars per registered student will be mailed to his/her School District to defray whatever costs the School District deems appropriate when monies are released by UCCS Bursar's office. Please notify UCCS, when submitting the registration materials, who should receive the money or else the check will be made out to the instructor, identified on the student's registration form.

Finally, help your students seek financial support to defray the costs associated with the course. Some school districts can pay for the academic credits earned. Others can seek scholarship help from PTA groups, local community and civic organizations, local credit unions, and/or sponsor fund-raisers.

### **Why should you support your students in this endeavor?**

- A. It motivates quality students to seek out your program!*
- B. Your students have an ideal opportunity to earn university credit for experiences mandated by local school board requirements.*
- C. It recognizes student classroom and community service efforts with two semester hours of nationally accepted elective college credit.*
- D. Your own satisfaction in motivating students towards a college experience.*